

A decorative border of small house icons surrounds the central text. The top and bottom borders are continuous rows of 20 icons each. The left and right borders are vertical columns of 10 icons each, with a horizontal line connecting them across the middle.

# Michigan State Housing Development Authority

## 2008 Primary Application for Rental Housing Programs

### Mailing Address:

Michigan State Housing Development Authority  
735 East Michigan Avenue  
PO Box 30044  
Lansing, MI 48909



## **Table of Contents**

## **Location**

Application Instructions .....	Page iii
Primary Application for Rental Housing Programs	
Low Income Housing Tax Credit Program.....	Addendum I
HOME Funds for subsidy .....	Addendum II
Special Need Rental Housing .....	Addendum IIIa
Multi-Family Housing Direct Lending.....	Addendum IV
Modified Pass Through Program.....	Addendum V
Permanent Supportive Housing.....	Addendum VI
Tax Credit Program Calendar.....	Tab A
Qualified Allocation Plan .....	Tab B
MSHDA Guidelines for Market Studies .....	Tab C
Level I Environmental Review Requirements.....	Tab D
Income Limits & Rent Restrictions .....	Tab E
Preliminary Equal Opportunity Plan.....	Tab F
Sample Memorandum of Understanding (MOU) for Permanent Supportive Housing.....	Tab G
Eligible Distressed Areas .....	Tab H
110% of the HUD 221(d)(3) Mortgage Limits .....	Tab I
Location Points: QCT, DDA, EC/EZ, Ren Zone, etc.....	Tab J
Requirements & Procedures for Compliance Monitoring .....	Tab K
Next Detroit Neighborhood Initiative (NDNI) Map.....	Tab L
Green Communities/New Urbanism .....	Tab M
County Needs Scores .....	Tab N
Underwriting Standards.....	Tab O

**Table of Contents** (continued)..... **Location**

Affirmative Fair Housing Marketing Plan .....	Tab P
Section 8 Fair Market/HOME Program Rents .....	Tab Q
Uniform Relocation Act General Information Notices .....	Tab R
Sample Request Letter for Project Based Voucher (PBV) Assistance .....	Tab S
HOME Environmental Checklists .....	Tab T
Survey Requirement Language.....	Tab U
Utility Information by County & Region.....	Tab V
LIHTC Policy Bulletins.....	Tab W
Technical Assistance Memorandums (TAMS) .....	Tab X
Poverty Distressed Cities .....	Tab Y
Capital Needs Assessment .....	Tab Z
Trade Payment Breakdown Form.....	Tab AA
Owner-Architect Agreement for Design and Administration Services .....	Tab BB
Site Selection Criteria .....	Tab CC
Modification to the MSHDA Standard of Design.....	Tab DD
Surveyor's Certificate of Facts .....	Tab EE
Cool Cities .....	Tab FF
Rural and Small Communities List .....	Tab GG
Architect's Certifications: Michigan-Made Products / High Speed Internet .....	Tab HH
HOME Team Advantage Targeting Criteria.....	Tab II
Application for Disbursement .....	Tab JJ
Requirements for Errors & Omissions Insurance for Architects & Engineers.....	Tab KK
Individual Financial Statement .....	Tab LL
Marketing Transition Plan.....	Tab MM

## APPLICATION FILING INSTRUCTIONS

All applications must include one copy of the primary application AND all applicable addenda, exhibits, and documentation. For the Direct Lending Program only, two copies of the application are required. All applications, information and documents submitted by an applicant for review by MSHDA becomes the sole property of MSHDA and may be made public.

Competitive Housing Tax Credit applications must be received in the Lansing or Detroit MSHDA office no later than 5 p.m. on the due date of the appropriate funding round. Applications may be sent via delivery service (e.g., post, overnight, and courier) or personal hand-delivered service. Applications received after the due date and time will not be processed. No waiver of the delivery time will be granted.

Projects competing in the Permanent Supportive Housing Set-aside will be submitted in accordance with the requirements of Addendum IIIa.

Projects that will be financed with the proceeds of tax-exempt bonds may be submitted at any time.

### **Mailed applications for the Low Income Housing Tax Credit Program should be submitted to:**

Michigan State Housing Development Authority  
LIHTC - 4<sup>th</sup> Floor  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909 \*

### **Hand-delivered LIHTC applications for funding rounds should be submitted to:**

#### MSHDA's Lansing Office:

MSHDA  
LIHTC Program, 4<sup>th</sup> Floor  
735 East Michigan Avenue  
Lansing, MI 48912

OR

#### MSHDA's Detroit Office:

MSHDA  
Southeast Michigan Development  
Division (SMDD)  
3028 W. Grand Boulevard, Suite 4-600  
Detroit, MI 48202

### **Applications for the Modified Pass-Through Program may be submitted at any time to:**

Michigan State Housing Development Authority  
Director of Legal Affairs - 4<sup>th</sup> Floor  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909 \*

**Applications for all other programs, including direct loan financing (either taxable or tax-exempt bond programs) and HOME financing for multi-family rental proposals, may be submitted at any time. Applications should be submitted to:**

Michigan State Housing Development Authority  
Multifamily Housing - 2<sup>nd</sup> Floor  
735 East Michigan Avenue  
P.O. Box 30044  
Lansing, MI 48909 \*

### **Program Contacts:**

Low Income Housing Tax Credit	Norman Harrod	517/335-2018	harrodn@michigan.gov
Special Needs Rental	Sally Harrison	517/241-1609	harrisons3@michigan.gov
Direct Lending	Director of Multifamily Housing	517/373-6880	
Modified Pass Through Program	Director of Legal Affairs	517/373-8295	

\*If submitting via overnight mail, the zip code for MSHDA's street address is 48912.